Town of Granby
Department of Library Services

Internet Use Policy

Statement of Purpose
The Library is committed to its mission to provide free access to a diversity of ideas and resources and to provide the opportunity for life-long learning. Access to the Internet as an information resource enables the Library to provide information beyond the confines of its own collection. The purpose of this policy is to establish rules and procedures for access and use of the Internet and to apply them without discrimination and in the best interests of all Library patrons.

Confidentiality and Security
Confidentiality and privacy for patrons using electronic resources cannot be guaranteed. Anything accessed or entered, including personal or financial information, may be accessible to others; patrons who enter such information do so at their own risk. Users should be aware that the Library may be required to disclose data related to computer use when the Library is served with a valid subpoena or court order.

General Rules and Information
The Library has no control over the validity, timeliness or accuracy of the information available on the Internet. Each user must exercise critical judgment and determine how information will be used.

User sessions and/or usage privileges will be suspended or revoked if, in the opinion of the Library Staff, use and/or behavior at the workstation is not in accordance with this policy or Library rules. Such use will result in suspension of Internet and/or Library privileges for that person. In addition, that person may be reported to the appropriate authorities.

The Internet connection cannot be guaranteed. The Library is not responsible for lost data.

The Library reserves the right to schedule computer time on all public computers. When others are waiting to use computers, user sessions will be limited to one hour. The Library may limit the number of people using the same workstation based on space and activity.

Patrons wishing to use the Library's wireless service must have a properly equipped and configured laptop computer, tablet, phone, PDA, or other wireless-enabled device; the Library cannot provide assistance related to laptop configurations, security, settings, or changes to data files except to post simple how-to instructions to assist patrons and visitors. The wireless connection is unencrypted and unfiltered. Security cannot be guaranteed; this is an inherent risk associated with wireless service.

Uploading software or saving files onto the Library's computer systems is not permitted. Any files that are saved onto the Library computers are deleted daily.

The Library allows the use of USB or other storage devices to save or retrieve information. These devices should not require drivers or special software to be installed for use with the Library's operating system. Pre-formatted CDs or DVDs may also be used to save files.

There is a per-page charge for printing that should be paid at the Circulation Desks.

A copy of Library computer rules is posted in each computer area.

Use of Computers by Children
Monitoring a child's use of Library computers and access to the Internet is the responsibility of the child's parent or legal guardian**.**

Children under the age of 6 must be accompanied by a parent or guardian when using a computer. Users, in particular the parent or guardian of minors, should be aware that not all of the Library's computers have filtered access. Computers in the Children's Room have filtering software, but parents or guardians should be aware that software is not guaranteed to block objectionable materials.

Computers in the Children's areas at both Libraries are for children under 18, as well as a parent or legal guardian or caregiver accompanying the child. Adults over 18 are not permitted to use the computers in the Children's areas and must use the public computers in the Adult or Teen areas.

Responsibilities of Users
Users agree to use Library computers in compliance with all Library policies and rules.

Users are expected to have basic computer skills.

It is the user's responsibility to exercise good judgment and to respect the rights of other patrons when choosing and viewing Internet sites. The Library's computers may not be used for illegal, harmful, or damaging purposes, including access to potentially offensive information or images, or to violate any applicable law, regulation or legal precedent. Prohibited activities include, but are not limited to:
- Transmitting, posting or uploading defamatory, abusive or threatening material or language.
- Violating intellectual property rights.
- Accessing, transmitting, posting or uploading material that is obscene in accordance with established constitutional and statutory dictates or that constitutes child pornography.
- Spamming, hacking, distribution of viruses, other destructive activities or violations of privacy.
- Any other activities that are intended to harm or interfere with the rights of others.

The Library Board reserves the right to amend or revise this policy.

Approved by Granby Library Board
October 20, 2008
Revised and Approved 9 November 2015